

Courtne N. Stevenson

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Objective

To utilize my skills and talents to positively impact and contribute to the growth and development of an organization. I am highly motivated, have excellent communication, organizational and interpersonal skills.

Education

Trevecca Nazarene University

05/2005

Nashville, TN

Bachelor of Arts in Business Management

Bachelor of Arts in Human Relations

Minor in Marketing and PR

Employment

Community Tree Preservation

04/2015 – 11/2015

Director of Operations

Walter Rumble, Antioch, TN 615-832-2410

- Scheduling of Employees and Dispatching of all Jobs
- Marketing, Networking and Client Relations
- Estimate and Logistics
- Management of Emergency Phone and Billing Services

The Dream Center

01/2012 - 01/2015

Corporate Relations, Assistant to the Director

Kaci Davis, Kelli Bradley, Andie Alama, Los Angeles, CA 213-273-7048

- Assistant to the Director of Marketing for The Dream Center media and outreach programs.
- Member of The Dream Center's Speakers Bureau, which entailed, reaching out and engaging with potential clients, donors and volunteers.
- Assistant Director of the Foster Care Program working with displaced children to provide a positive and nurturing environment. Responsible for the day to day activities of the children's welfare maintaining a safe environment.
- Assistant to the Director of Corporate Relations. Duties included: Large and Small Event Planning which entailed setting an agenda, registration, promotions, materials, budget and logistics of events. Business Relations, Corporate Research as potential donors and supporters.

Personal Leave

02/2009 – 01/2012

Took time from personal pursuits to assist my mother in her treatment and recovery from breast cancer.

The Cosmetics Company Store, Estee Lauder, LLC

01/2008 – 01/2009

Key Holder / Sales Associate

Sharon Naylor, Nashville, TN, No Longer Open

- Opening and closing store
- Responsible for registers and nightly deposits
- Responsible for inventory and accounting for each shipment
- Customer care and assistance

Bailey's Bar and Grille

06/2006 – 12/2007

Shift Supervisor

Jennifer, Nashville and Goodlettsville, TN

- Fostered client building and relationships
- Extra ordinary service for customers

- In charge of monetary responsibilities, including registers
- Assisted servers in order for their service to be first class

Fox Printing

03/2004 – 06/2006

Project Manager

James Scarlett, Mt. Juliet, TN, 1-615-300-3416

- Provided oversight and managed complex printing jobs
- Developed graphic design, layout and typesetting
- Facilitated account management and customer service.
- Executed direct mail campaigns
- Fostered client relations

Windtree Golf Club

03/2002 – 03/2004

Food and Beverage Manager

Rob Browning, Mt. Juliet, TN, 615-754-4653

- Maintained fiscal labor and expense budget
- Event Planning
- Hired and managed all food and beverage employees
- Performed inventory control counts
- Conducted vendor reviews
- Managed all tournament and banquet needs
- Customer care and assistance

Summit Medical Center

08/2001 – 01/2003

Registrar, Hermitage, TN, 615-316-3000

- Greet Patients as they enter the Emergency Room
- Retrieving information from patient or guardian
- Data Entry
- Insurance checks
- Communication with Nurses, Unit Secretaries, and Doctors
- Answered any questions for patients or visitors

Special Interests/ Personal Accomplishments

- Miss Rodeo Tennessee 1998
- Miss Rodeo Tennessee Committee and Rodeo of the Mid-South Board Member
- Fund Raising Campaigns
- Community Service and Volunteerism
- Certified Equine Sports Massage Therapist
- Proficient in Microsoft Word, Excel, and Power Point

References Available Upon Request

